



PROVIDENCE
MANAGEMENT
COMPANY, LLC

Managing to exceed expectationssm

Providence Management Co., LLC is seeking a hands-on **Leasing Consultant** to join our team at **Portofino Apartments** in Tampa, FL. The ideal candidate will have experience in a multi-family apartment community, knowledge of Fair Housing Laws; be self-motivated, energetic & possess strong written & verbal communication skills.

As a Leasing Consultant you will have the responsibility of:

- Conducting sales and outreach, prospecting and lead generation
- Greeting, showing/touring model apartments to prospective residents
- Processing and supervising resident applications, move-ins and moveouts
- Maintaining prospect, traffic and leasing data
- Assisting in tenant screening and processing of credit checks
- Preparing lease documentation and completing move-in procedures
- Assisting residents with maintenance requests
- Handling telephone calls and on-site traffic
- Assisting with marketing to include preparation of flyers, newsletters and market surveys
- Assisting Community Manager in all aspects of property management

Skills & Abilities:

- Strong customer service and sales skill
- Strong organizational skills
- Highly motivated and energetic
- Reliable transportation a must
- Flexibility to work week-ends

We offer a competitive salary and benefits; including medical, dental, life insurance, disability insurance, 401(k), and paid time off.

To apply please copy and paste resume in body of email to kphillips@provman.com. Include "Portofino Leasing" in the subject line and include salary requirements. Attachments will not be opened.

Providence Management Company, LLC is a Drug Free Workplace and an Equal Opportunity Employer. Visit our website at www.provman.com today!